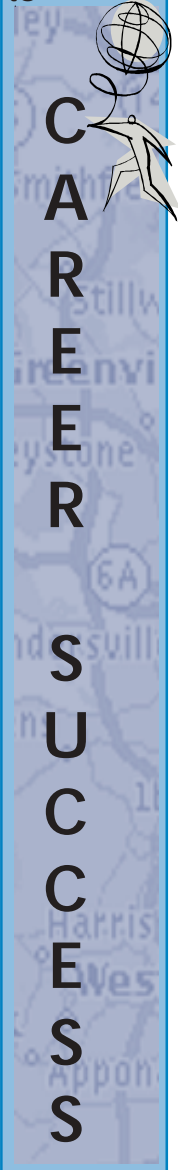


# Secrets to a Successful Job Interview

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## Dress appropriately; dress conservatively

- Two or three piece business suit, gray or blue is best
- Conservative long sleeve shirt/blouse, white or light color
- Look clean, neatly groomed hair and nails, fresh breath, and minimal cologne or perfume
- Briefcase or portfolio, if available
- No gum, candy, or cigarettes
- No visible body piercing



## Be well rested; get a good night's sleep

Be alert, make a conscious effort to put your best foot forward

## Do some research on the company and the job before the interview

- Know what the company does, have an idea of their goals and policies, try to acquire information about the company's recent events
- Visit your local library for information
- Check the Internet, if they have a web site, visit it. Conduct a web search
- Read any available media articles about the company

## Arrive a few minutes early

Know where the interview is being conducted. Be punctual. It shows the interviewer you are a serious candidate for the job, and it shows that you're reliable. **Never arrive late for an interview.**

## Have your resume handy

The interviewer may not have it or may want another copy

## Have a snack shortly before the interview to stop stomach grumbling

## Go alone - no friends or children with you

## Offer a firm hand shake when meeting the interviewer

## Have references available

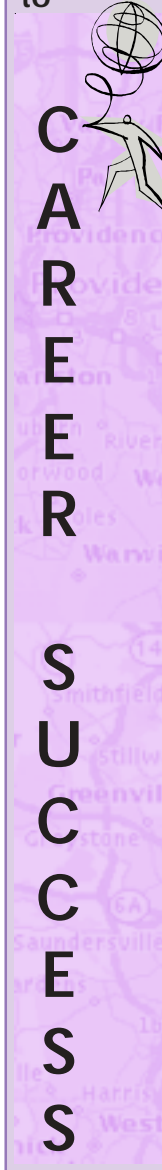
## Actively participate in the interview; ask questions; give direct and honest answers when questioned

## Be yourself, be positive, confident and courteous

## Sent a thank you letter after your interview

# You got the Job! NOW WHAT?

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## Be on time....be punctual

- Do not take off work unless absolutely necessary
- Call your supervisor if an emergency arises and you can't make it to work
- Be ready to start the day when you arrive
- Be well rested



## Schedule vacation time in advance, with your supervisor's approval

## Dress appropriately for work, adhere to company dress codes

## Do your work quickly and accurately

## Be a team player

Collaborate with your co-workers, make friends with your colleagues

## Work ethic is critical

- When you're at work, do your work, don't just socialize or play
- Never cheat, steal, lie, or commit any illegal activity
- Don't gossip about your co-workers, be trustworthy and honest
- Treat others as you want to be treated yourself

## Adapt to any changes that may occur in the company

## Be a good listener

## Work well independently; require as little supervision as possible

## Ask for what you want

Don't be afraid to make requests of your employer, back up your requests with facts

## Take advantage of constructive criticism

Review comments to improve what you do and how it's done.

## Maintain your skill levels; take advantage of education benefits

- Continue to improve your skills
- Ask your employer what educational benefits are available and use them
- Stay current with today's technology
- A good rule to follow: the more you learn, the more you earn

## Offer your assistance and volunteer for additional work when time permits

# Wage Conversions



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Conversions are based on a 40 hour work week,  
2,080 hours per year

Per Hour	Per Week	Per Month	Per year
\$6.00	\$240	\$1,040	\$12,480
6.50	260	1,127	13,520
6.75	270	1,170	14,040
7.00	280	1,213	14,560
7.25	290	1,257	15,080
7.50	300	1,300	15,600
7.75	310	1,343	16,120
8.00	320	1,387	16,640
8.50	340	1,473	17,680
9.00	360	1,560	18,720
9.50	380	1,647	19,760
10.00	400	1,733	20,800
10.50	420	1,820	21,840
11.00	440	1,907	22,880
11.50	460	1,993	23,920
12.00	480	2,080	24,960
12.50	500	2,167	26,000
13.00	520	2,253	27,040
13.50	540	2,340	28,080
14.00	560	2,427	29,120
14.50	580	2,513	30,160
15.00	600	2,600	31,200
15.50	620	2,687	32,240
16.00	640	2,773	33,280
16.50	660	2,860	34,320
17.00	680	2,947	35,360
17.50	700	3,033	36,400
18.00	720	3,120	37,440
18.50	740	3,207	38,480
19.00	760	3,293	39,520
19.50	780	3,380	40,560
20.00	800	3,467	41,600

## Mapping a Course to Career Success



### Labor Market Information

Rhode Island Department of Labor and Training  
(401) 462-8740 | [www.dlt.ri.gov/lmi](http://www.dlt.ri.gov/lmi) | [lmi@dlt.state.ri.us](mailto:lmi@dlt.state.ri.us)  
Special Thanks to the Texas Workforce Network, LMI Department

DLT is an equal opportunity employer/program. Auxilliary aides & services are available on request to individuals with disabilities. TDD: (401) 462-8006

Rev.1/04

# Tips for Finding a Good Job



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## Know yourself; evaluate your skills

Analyze your abilities, and rate your school and leisure experiences

## Consider your interests

Look at activities you enjoy doing, and apply them to an occupation

## Research the occupations that interest you

How do they pay? What skills are needed? Is there projected growth or decline?  
It is important to determine if an occupation is worthy of your time and efforts.

## Use the RI Research & Economic Database (RI Red) System

Use the Internet module to research industry & occupational data, and as a link to major job search engines. The web address is [www.dlt.ri.gov/ried](http://www.dlt.ri.gov/ried).

## Spend time searching for a job

Spend several hours per day looking for a job. Use the Internet, help wanted ads, and network through family and friends. Attend job fairs and recruitments.

## Set up informational interviews

Visit people who work in the field you're interested in. Tour companies that hire that position. Talk to people who know the business.

## Visit RI's netWORKri Career Centers

Register with them; take advantage of the free services they provide, including:

- Resume and cover letter writing
- Training seminars
- Job fairs and recruitments
- Personal support and job counseling services
- Access to computers, fax and copy machines, phones for job search

## Be organized

Keep track of resumes you've sent, interviews you've gone on and any responses you've received. Keep good records.

## Keep a positive attitude. Be confident. Have faith in yourself.

Employers look for people with good skills and great attitude. Try to shine.

## Rejection is part of the process

Try not to get discouraged when you're rejected for a potential job. Look at rejections as extensions of time until the perfect job is offered to you. Your efforts will eventually pay off.

**A Resource Guide from Rhode Island's  
Labor Market Information Unit**